



CITY OF MILWAUKIE COMMERCIAL PERMIT APPLICATION PROCESS

For the purposes of this handout, commercial projects are those that involve new construction, additions, demolitions or alterations of any building other than single family dwellings and duplexes, as regulated by the current edition of the Oregon Structural Specialty Code. Apply for your permits on line through ePermitting Full Services. When plans are required, they must be drawn to scale and contain sufficient detail to show the nature of the proposed work.



Licensed Contractors, Architects and Engineers Commercial Submittal Process

How It Works:

- Go to www.BuildingPermits.Oregon.gov
- Click on the **ePermitting System** tab
- Register your company
- After registering your company, click on **Manage My Account** and verify your CCB or State License is attached to your account.
- Apply for your permit and upload your drawings and documents under the **Attachments** tab
- You will be notified via e-mail of the status of your permit application
- Monitor your permit status on line
- Pay for your permits on line
- After your permit has been issued, download your permits and approved plans under the **Attachments** tab
- Schedule your inspections on line
- Receive inspection results electronically

Useful Tips:

- If you are having trouble entering numerical information in the fields, more than likely your computer is not set to **Compatibility Mode**. Click on the **Tools Tab** and make sure the Compatibility Mode is checked on.
- If the system is not allowing you to apply for a permit, your CCB or State License is more than likely not attached to your account. Go to **Manage My Account** and verify all your license numbers are attached to your account.
- When searching for archived permits, the begin search date automatically defaults back only one year. Change the begin search date year, back to an older date to capture all the archived permits.
- When logged into your user account, you will only be able to view the permits that are associated to your license numbers. To view **ALL** the trade permits for your project **do not** log into your User Account. Just click on the **Search Tab** and type in the permit number (record number). Example, searching for permit number 601-13-000902, will populate all the trade permits associated with the main permit such as 601-13-000902-MECH-01 or 601-13-000902-PLM-01 for mechanical and plumbing. You will be able to view, pay permit fees, upload new documents or schedule inspections for any of the trade permits.

For simple projects where the plans are hand drawn, we may be able to scan them for you, as long as all sheets are the same size; either 8-1/2X11 or 11X17.

Important Notes:

1. Most commercial projects are reviewed by the planning, engineering and building departments. Many large projects will require a pre-application conference, but no matter the size it is strongly suggested that you contact the following departments to discuss any specific requirements that pertain to your project:

(503) 786-7613; Building
(503) 786-7630; Planning
(503) 786-7609; Engineering

2. Plumbing, mechanical, sprinkler, alarm permits, etc. may be deferred submittals for commercial projects, however there may be a fee involved.

3. Typical turn-around time for most commercial projects is 10 working days, 15 for large complex projects. Re-roof permits will typically be reviewed within 48 hours of submittal. Mechanical, fire sprinklers or alarm permits will typically be reviewed within (5) working days. **Please Note:** This is not a guarantee that your permit will be issued within this time frame; merely our commitment to review the application and provide comments, if needed, within this time frame.

1. Stand-Alone Permits: Some simple commercial plumbing, mechanical and electrical permits may be issued without plan review. To see if your project meets the criteria, call **(503) 786-7611**.

2. Tenant Improvements: If the project involves a change of use or involves structural changes, the plans may be required to be designed and sealed by a licensed design professional. Plans shall include at a minimum:

Site Plan

Code Summary, indicating the building type of construction and proposed occupancy.

Floor Plan Showing the dimensions and proposed use of each room or space.

Exit plan, showing the design occupant load for each room or space, exit access distance and number and size of required exits.

Sufficient details to show compliance with the code, **including accessibility provisions.**

3. Re-Roofs: Plans showing the location of the work and whether the project is a tear-off or an overlay. Include the listing and manufacturers installation instructions for the proposed roofing material.

4. Fire Systems (sprinklers, Alarms, private fire service mains, hood suppression etc): Plans for new sprinkler installations for non-exempt buildings must be sealed by an engineer licensed in the state of Oregon. Plans for new alarm installations for non-exempt buildings shall be drawn by a signing supervising electrician, a general journeyman electrician or a Class "A" limited energy technician. Some small alterations to existing sprinkler and alarm systems may qualify for the use of an affidavit. Forms are available on the forms page of our website. When your project qualifies for an affidavit, upload your affidavit when you apply for the permit.

5. Exterior Alterations (other than re-roofs): Call **(503) 786-7611** to determine if the project requires a building permit. If the project is in the downtown area, you may need a Right of Way plan and permit in order to temporarily close the sidewalk.

6. Demolition, Grading and Sitework: Any project that will disturb more than 500 square feet of soil or is in a sensitive area will require an erosion control permit. Disturbance of more than one acre will require a DEQ 1200-C permit. Call **(503) 786-7691** for specific erosion control requirements.

7. New Construction and Additions: Most new construction and additions to commercial buildings will require a Land Use approval prior to submitting for a building permit. Be sure that the plans you submit show sufficient detail to show compliance with the land use Conditions of Approval. This will save time in the long run.

Call **(503) 786-7630** to determine if your project requires land use approval.

Call **(503) 786-7611** to discuss specific building permit submission requirements for your project.

If your project requires street improvements, the building permit will not typically be approved until the street improvement plans are approved by the engineering department; **(503) 786-7609**.

8. Signs: Most sign permits will be reviewed for zoning compliance only. Large wall signs (>400 pounds) and tall monument or pole signs (> 6 feet) will likely require a structural review and engineering calculations. Awnings or marquees attached to commercial buildings will require a structural review and engineering calculations. All illuminated signs will require an electrical permit.